

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 24, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Chair, Tom Diedrick – Vice Chair, Ann Hartman, and John Fenner

ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Cheryl Renier-Wigg, Stephanie Schmutzer, Nate Tease, Pat Leifker, Matt Roberts, Erin Evosevich and David Pietenpol

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 20, 2018, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the minutes. Motion carried.

COMMUNICATIONS:

2. Letter from Greater Green Bay Habitat for Humanity dated August 23, 2018, thanking the BCHA for the financial contribution.

C. Renier-Wigg stated this is a thank you regarding the Western Avenue project.

3. Letter from HUD dated August 30, 2018, regarding increase in HCV Administrative Fee Proration

S. Schmutzer stated that the proration is going to 80 percent up from the 76 percent, which is equivalent to \$6,000 more a month for August, September and October.

A motion was made by A. Hartman, seconded by T. Diedrick to receive and place on file.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

For the Month of August, there were 164 applications.

B. Unit Count

The unity count for August was 2, 836

C. Housing Assistance Payments Expenses

The August HAP expenses totaled \$1,303,050.

D. Housing Quality Standard Inspection

Of 244 inspections conducted for August, 244 passed initial inspection, 54 passed reinspection, 91 failed and there were 21 no shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

In August, there were 355 port outs with an associated HAP payment expense of \$328,807. ICS was overspent by \$21,250.47 and FSS underspent by \$230.91.

- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
There were 69 active FSS participants; with 47 participants in level one, 13 participants in level two, two participants in level three and seven participants in level four. There were two new contracts, one graduate, 35 active escrow accounts and 46 homeowners.
- G. VASH Reports (new VASH and active VASH)
There were zero new VASH clients for August, for a total of 29 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
There was one new investigation opened with 18 active investigations and one closed. There were 123 new applications, which all were approved. The breakdown of fraud investigations by municipality is as follows: Green Bay 79 percent, De Pere at 16 percent and Oneida at five percent. Applications by Municipality are as follows Green Bay, Howard, followed by De Pere.

OLD BUSINESS:

- 5. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

C. Renier-Wigg stated that R. Hallet added an informational sheet regarding homelessness. This is part of the Move On Strategy that HUD is asking PHAs to start using in their Continuum of Care (COC). Erin Evosevich, from NEWCAP, was present to share more information. C. Renier-Wigg clarified with E. Evosevich that the program is for those who need services and housing, which the program NEWCAP runs and are chronically homeless. They then move on to a standard HCV voucher and graduate out of the system. In order for the CoC to work individuals need to be moved into the second level and moved forward. They currently have to wait in the system due the way the preferences are set up. The request is to change how the preferences are set and allow these individuals be set at a higher preference. The first preference is for those who are involuntarily displaced; the second preference is for elderly, disabled, veterans and the homeless with children; the third preference is for residents with minor children who don't meet any of the above and the fourth preference is for individuals who are not displaced, homeless, and don't meet any of the above. The request is to add these five vouchers after the first preference and move the rest down one ranking.

C. Goddard stated that these individuals have proven they are ready to move to the next step because they have been in contact with supportive services and are ready to be successful in this next step.

E. Evosevich stated chronic homelessness is where you have been homeless for 12 months continuously in a row or 12 months within three years. Once they are ready to move forward and move forward, they can then take in additional individuals off the street and get them into housing.

A. Hartman asked how many people they currently have in the program. E. Evosevich stated they currently have 45 individuals. A. Hartman asked if they were in a homeless shelter. E. Evosevich stated no, they are currently renting in rental units they sublease from landlords. C. Renier-Wigg asked how many individuals are ready to move on to the next step. E. Evosevich stated that they have about three or four. C. Renier-Wigg verified with E. Evosevich that they would generally not have more than five. E. Evosevich stated that was correct.

C. Goddard asked the Authority what other questions they might have about the program or if they are ready to vote. T. Diedrick stated that if they approve this, is there any other potential agencies that would be doing the same thing as they were, maybe down the road. E. Evosevich stated that currently Newcap is the only PSH (Permanent Supportive Housing) program providing vouchers. However, other agencies could apply but they would need to go through an application process through WI Balance of State.

T. Diedrick stated that he brings this up because if they approve this, is it specifically for Newcap or could any public agency apply for the vouchers.

C. Renier-Wigg stated they can take Newcap's name off the preference which would allow for any public agency to provide PSH. P. Leifker stated that the five vouchers would not be an issue as the pull approximately 50-75 people off the waiting list a month.

A. Hartman asked if this will change the number of vouchers they have or are using. P. Leifker stated no and that they are just giving the potential of five vouchers the preference over other individuals they are pulling off the list.

C. Goddard asked C. Renier-Wigg what the correct wording would be for the preference. C. Renier-Wigg stated that they would take out Newcap and add something to the *effect by an agency that provided PSH*. T. Diedrick asked if they word certified should be included. E. Evosevich stated that maybe it should state the WI Balance of State funded program. C. Renier-Wigg gave the example of what if Newcap changed ownership and now has a new name; the Administrative Plan would have to be changed again.

An approved supportive agency is what was agreed upon for word changing. The Newcap name will be removed and "referred by a PSH program". The new preference will read *"Brown County resident referred by an approved agency as a participant of a PSH program who no longer requires the intensive services of the PSH program but only needs the rental subsidy"*.

A motion was made by T. Diedrick, seconded by T. Fenner to amend the Administrative Plan to provide the Move On strategy preference with the above listed language change. Motion carried.

NEW BUSINESS:

6. Public hearing to receive input on the Brown County Housing Authority 2019 Annual Agency Plan.

C. Renier-Wigg stated they need to hold the public hearing to see if there is anyone who wished to speak on the BCHA Annual Agency Plan. C. Renier-Wigg asked three times if there was any present who wished to speak on the BCHA Annual Agency Plan. Being none, the public hearing was closed.

7. Consideration with possible action on approval of Brown County Housing Authority 2019 Annual Agency Plan.

M. Roberts stated a copy of the BCHA 2019 Annual Plan was included in meeting packets. The Annual plan is a requirement of HUD and shows the progress made in their 5-Year Plan. Their 5-Year Plan was submitted in 2015 and the next 5-Year Plan will be submitted for next year for the fiscal year 2020. This is just a progress report on the 5-Year Plan regarding their goals and objectives and progress on each one. There are actively meeting all goals and there is nothing of concern.

A. Hartman asked about the goal of Self-Sufficiency and if what they just approved earlier will help in meeting that goal. M. Roberts stated as they progress with the partnership and work with Newcap, they can definitely increase the FSS because of the collaboration between Newcap's case management and their FSS program.

A motion was made by J. Fenner, seconded by A. Hartman to approve the BCHA 2019 Annual Plan. Motion carried.

8. Consideration with possible action regarding approval of additional Project Based Voucher units for Ecumenical Partnership for Housing (EPH).

C. Renier-Wigg stated that back in December 2017 EPH came before the Authority and requested eight (8) vouchers. The Authority approved four (4) units in Green Bay and told EPH that they should find additional units outside of Green Bay. They have found three properties in Allouez and they are requesting three (3) vouchers for those properties and that Dave Pietsenpol is here to answer any questions. A. Hartman then verified that that will give a total of seven (7) vouchers. C. Renier-Wigg stated that was correct. They have approved eight (8), so they have one more with an approved property outside Green Bay.

D. Pietsenpol stated that it was his understanding that they were approved for four (4) in Green Bay and (4) outside of Green Bay. Staff was asked by the Authority to verify the number of vouchers approved and the breakdown of the vouchers.

D. Pietsenpol then stated he believed it was a total of 12 vouchers. However if they wanted all 12, four (4) were to be within the City of Green Bay and the other eight (8) were to be outside Green Bay.

T. Diedrick asked if they are approving 12 today. C. Renier-Wigg stated it would be just for the three properties today. C. Goddard also stated it would be for the three (3) vouchers for outside the City of Green Bay.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the three (3) PBV for EPH for properties located in Allouez.

A. Hartman asked why there two address on Derby Lane and Lebrun and if they were duplexes. D. Pietsenpol stated correct. She then asked if each duplex had 2 bedrooms. In which D. Pietsenpol stated correct. He also stated they are only asked for one voucher for Derby Lane as the other half of the duplex is already occupied and the family already has a PBV.

C. Goddard then stated that the request would be for 4 vouchers for these three buildings. D. Pietsenpol stated yes.

Motion carried.

9. Consideration with possible action to approve Request for Proposals to be published for Project Based Vouchers.

C. Renier-Wigg stated they have received a request from two developers, one from outside of the City and one from inside of the City. Each of them would like eight PBVs for their units. In order for the Authority to consider the vouchers, they need to put out an RFP for the vouchers. The request would be to complete an RFP and get it posted. They would have this back to the BCHA for approval at the November meeting if approved today. This request is just to get the RFPs out and not to award anything at this time.

A. Hartman then verified that it would be for eight vouchers in the City of Green Bay and eight vouchers outside the City of Green Bay. C. Renier-Wigg stated that was correct.

C. Goddard verified preferences, scoring and the rights to determine if they accept them or not. C. Renier-Wigg stated they do expect to get proposals from the two developers; however, they may also receive proposals from other agencies as well.

A. Hartman asked if any of these developers are already involved with the vouchers. C. Renier-Wigg stated she didn't believe they have any PBVs currently.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the publishing for the RFP for Project Based Vouchers. Motion carried.

C. Renier-Wigg then asked if there was anyone on the BCHA who would like to sit on the Committee to review the RFPs to bring recommendations back. J. Fenner stated that he would be interested.

10. Consideration with possible action on approval of 2017 Fiscal Year End Audit Report.

S. Schmutzer presented the audit report. She stated there were no significant issues found. She stated they had spent down some of their balances that they needed to. She then asked if there was anything they wanted to discuss.

J. Fenner asked what the findings were from the audit. S. Schmutzer stated they are considered "unmodified", which means they didn't have to make significant changes.

A motion was made by A. Hartman, seconded by J. Fenner to approve the 2017 Fiscal Year End Audit Report. Motion carried.

BILLS AND FINANCIAL REPORT:

11. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer stated there was nothing significant to report.

A motion was made by T. Diedrick, seconded by A. Hartman to accept the BCHA bills. Motion carried.

12. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the financial report.

A motion was made by A. Hartman, seconded by J. Fenner to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

13. Resignation of Housing Administrator

C. Renier-Wigg stated that R. Hallet has resigned her position as Housing Administrator. As a result of the position being vacant, she did get approval to fill it through the City but she and Director K. Vonck are looking at not filling the position. They will be working with the County to potentially turn the BCHA over to the County for administration. A portion of the Housing Administrator's and a portion of the Executive Director's salary comes out of the BCHA and is split with GBHA. The Board is appointed by the County Executive and all other admin functions

are run through the County now. There should be no changes as far as the Board is concerned and a new Administrator needs to be hired regardless. A brief discussion was then had regarding the GBHA and the role of an administrator. This is going to be a process and they are just starting talks with County Administration.

J. Fenner asked if the Authority would have a vote in the hiring of the new administrator. C. Renier-Wigg stated that in the past the Chair has sat in on interviews, but as far as the Authority being to vote or not on the new administrator, she was not sure on that question. J. Fenner stated that he does know that is true as he was just at a HUD training for Commissioners and that was one of the responsibilities of the Authority, is to hire/fire the administrator or executive director and that is because they have liability because everything that is done by the board through the administrator comes back here. So if anything was done incorrectly, it is not the City or the County it is the Authority, individually and as a whole.

S. Schmutzer said that in the past positions were brought to the Authority for approval, and assuming the County would work the same way and that the candidate be brought forward for approval. C. Renier-Wigg stated these are all good questions and would need to look into the process and involvement with the Authority. C. Renier-Wigg stated that she would look into this and will bring it back to the Authority.

T. Diedrick stated that he thinks the Authority was brought in on the top three candidates for interviews.

J. Fenner read into record from HUD "the Board is responsible for hiring Executive Director or whatever term is used and evaluating his/her performance on a regular basis"

T. Diedrick stated that this information is consistent with the training videos that have been watching.

C. Goddard stated there is an opportunity for them to learn what is possible and what is required. C. Renier-Wigg stated she would bring back some information to the October meeting.

14. BCHA was not awarded Mainstream Vouchers

A. Hartman asked why BCHA was not awarded. C. Renier-Wigg stated that R. Hallet put in a request for an audit to find out why they were not awarded the vouchers. They are still awaiting a response.

15. Date of next meeting: October 15, 2018.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

jd:CRW